

**TECHNOLOGY IN THE LAW - LAH 325**  
**SPRING 2003**  
**Thursdays 5:30 - 9:45 p.m.**  
**January 16th - February 27th**

Instructor: Deborah D. Boyle, Registered Paralegal

**REQUIRED TEXTS:**

Using Computers in the Law Office, Third Edition (2000), Brent D. Roper (hereinafter referred to as "Text").

Numerous other handouts provided in class.

**SUMMARY OF COURSE:** The Technology in the Law course provides an overview of various computer technology utilized in both the law office setting and other legal settings. The focus will be on introducing the student to the various options available in software and how to utilize some of the more frequently used programs.

**COURSE OBJECTIVES:** Upon successful completion of this course, the student will be able to:

1. Demonstrate a working knowledge of basic computer system functions, Windows, Wordperfect, various specialized legal software, including Summation Blaze, Abacus Law, Concordance, Timeslips, PowerPoint and Microsoft Access and utilization of the Internet and LOIS;
2. Demonstrate an understanding and ability to locate specialized legal software; and
3. Demonstrate a working knowledge of various legal computer systems utilized both inside and outside of the law office.

**COURSE OUTLINE:**

- Jan. 16 Introduction to Basic System Functions, Use of Computers in the Law and Windows. Paralegal functions relating to technology.  
Spreadsheet software – hands on use of Microsoft Excel.  
Assignment: Read Text, Chapters 1, 2, 3 & 6.  
Complete hands on exercises on pages 192-201. Create the Expanded Budget Spreadsheet, Ex. 6-33; the Actual Expenditures Spreadsheet, Exh. 6-34; and the Stock Portfolio Spreadsheet, Exh. 6-35 and place in digital drop box by 1/21/03 at noon.
- Jan. 23 Presentation Graphics Software – demonstration by Carol Ann Neal and hands on use of PowerPoint.  
Hands on use of LOISLAW.  
Assignments: Register for LOISLAW (see instructions under Assignments), Read Text, Chapters 8 and 14, article summary and e-assignment due.

- Jan. 30 Database Management Software – hands on use of Microsoft Access.  
Litigation Support Software – hands on creation of database and utilization of Summation Blaze software.  
Assignments: Read Text, Chapters 7 and 10, article summary and e-assignment due.
- Feb. 6 Specialized Litigation Software - **Class to be held at the law offices of Pepe & Hazard, Goodwin Square, Hartford, CT** – Paralegals from Integrated Project Solutions LLC to demonstrate systems used in a litigation settings including Dialog, CT Advantage, CDB Infotek, LiveNotes and Concordance.  
Assignments: Read Text, Chapter 13, outside location assignment to produce and analyze documentation from various locations and e-assignment due.
- Feb. 13 Legal Timekeeping and Billing Software – hands on use of Timeslips.  
Docket Control and Case Management Software – hands on use of Abacus Law.  
Classroom presentations for interview assignments.  
Assignments: Read Text, Chapters 11 and 12, interview of practicing paralegal and e-assignment due. Must hand in a description and outline of final project.
- Feb. 20 Internet Research - hands on use of the Internet in performing investigations and legal research.  
Assignments: Read Text, Chapter 9, cumulative assignment to identify appropriate technology to be used for particular fact patterns and e-assignment due.
- Feb. 27 Individual presentations of Final Projects.

<b>GRADING:</b>	Class Participation/E-Assignments/		
	Article Summaries		20%
	Outside Location Assignment		20%
	Interview and Presentation		10%
	Cummulative Assignment		10%
	Final Project and Presentation		40%

**Students are required to complete their 7 semester hours outside of the classroom by completing the computer work assignment at three of the following locations: U.S. Federal Court, U.S. Bankruptcy Court, Connecticut Secretary of the State, Hartford/New Britain Superior Court and Avon Town Clerk.** More information will be provided in class.

**INSTRUCTIONAL METHODS:**

Methods include: hands on use of computer software, brief lectures, class discussion, small group projects and presentations, role playing, interview with practicing legal assistant and individual presentations, guest speakers, written assignments, group presentations and individual presentation of computer technology.

### **RULES OF THE COURSE:**

1. Students are expected to attend all seven class sessions. Because of the accelerated nature of this course, attendance is mandatory. Please see me immediately if you cannot attend all sessions. If more than one class session is missed it will be reflected in the student's final grade.
2. Reading assignments are expected to be completed before the class meets that evening. All written assignments are due at the beginning of class and must be typed and in the proper form as described in class. Assignments turned in late, without my prior consent, will be graded down one full grade and assignments turned in more than one week late shall be graded down two full grades.
3. Students should be familiar with the honor code at Hartford College for Women and any other academic honor standards at the University.
4. If you have any special learning needs I should be aware of, please let me know at the beginning of the course.
5. Tape recording of class sessions is permitted although guest speakers must be given the option as to whether or not they allow taping.

**Changes may be made to this syllabus at the instructor's discretion.**